

## **Contracting Opportunity**

The Department of State, Bureau of Diplomatic Security, Office of Personnel Security & Suitability (PSS) is seeking qualified contractors to conduct background investigations as an independent contract special investigator. Contract investigators conduct interviews and review records to gather relevant information about a person's background. PSS uses this information to determine a person's eligibility for access to classified national security information and suitability for employment by the Department, or other federal agencies.

Contract special investigators must:

1. Be a U.S. Citizen;
2. Be eligible for a top secret security clearance;
3. Hold a bachelors degree from an accredited college or university (although exceptions may be made on a case by case basis depending on the candidate's experience or training);
4. Have the ability to work independently and meet strict deadlines;
5. Have the ability to collect information through interviews and review of documents;
6. Have the ability to report findings thoroughly and clearly, both orally and in written form;
7. Have skills sufficient to receive assignments and report findings via computer.

Successful candidates will be awarded a Blanket Purchase Agreement (BPA) by Office of Acquisitions Management and work with the Regional Security Officer (RSO) under sole authority of PSS. When services are required, the contract special investigator will be assigned work by, and submit reports to, the RSO in accordance with procedures established by PSS. The BPA is a fixed-price, level of effort procurement vehicle. Contract investigators are compensated based on a point system in which points are assigned to various investigative activities, with a fixed payment per point. Upon completion of assigned work, contract investigators submit an invoice to the RSO for certification and forwarding to PSS for payment. The Government is not obligated to purchase any minimum amount of services under the BPA.

As independent contractors, contract investigators work where they wish and connect to the PSS automated systems via a secure internet connection using their own Internet Service Provider (ISP). While PSS will issue identification credentials, contract investigators must provide their own transportation and other equipment such as a computer, telephone, ISP, fax and light duty shredder under the terms of the BPA. A complete copy of the Statement of Work is available upon request.

Any interested candidates should email their resume to: [HazarianDJ@state.gov](mailto:HazarianDJ@state.gov)

Viable candidates will be independently assessed, interviewed, asked to provide a writing exemplar and also tested to assess their computer skills.

## **Frequently Asked Questions**

**Q** – What is the salary range?

**A** – Contract investigators are compensated based on a point system in which points are assigned to various investigative activities, with a fixed payment per point. A thorough analysis of the pay structure will be discussed with any viable candidates.

**Q** – Will I receive the same benefits as a regular Department employee?

**A** – No, as an independent contractor, you do not receive benefits such as retirement, health insurance or leave, nor do you accumulate credit for federal service. The compensation rate provides sufficient funds to provide your own benefits if desired.

**Q** – Will the Department withhold taxes from my pay?

**A** – No, you are responsible for payment of your own taxes. Many contract investigators make regular tax payments to the IRS through Treasury's online Electronic Federal Tax Payment System.

**Q** – May I use mission resources such as office space, telephones and computers?

**A** – No, you must provide your own office space, phone and computer.

**Q** – May I use government owned vehicles provided by the mission?

**A** – No, contract investigators are prohibited from using government owned vehicles.

**Q** – Will I be reimbursed for travel expenses, including the use of a privately owned vehicle?

**A** – Yes, you will be reimbursed for travel in accordance with the Federal Travel Regulations and reimbursed for mileage associated with the use of a Privately Owned Vehicle at the prevailing GSA rate. Refer to [www.gsa.gov](http://www.gsa.gov) for the current rate.

**Q** – Will I only be able to perform this work at my current location?

**A** – No, once you become a contract investigator, PSS will utilize your services on an as needed basis regardless of where you reside.

**Q** – What are the minimum computer requirements to perform this work?

**A** – A personal computer with a reliable, broadband internet connection.

**Q** – How will I receive work and submit reports?

**A** – All work is assigned and reported through PSS' proprietary, secure, web based Report Management System (RMS) using Global OpenNet (GO) from any personal computer with a broadband internet connection.

**Q** – How long has DS used contract investigators and how extensive is the program?

**A** – We've used contract investigators under a BPA since 1982. Today, we have approximately 1000 investigators. Since 1991, our U.S. investigations have been exclusively conducted by contract investigators.